



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	FINANCIAL ANALYST III
3	Posting Number	PN# 112577
4	Department	PUBLIC WORKS AND ENGINEERING
5	Division	RESOURCE MANAGEMENT DIVISION
6	Section	CAPITAL PROJECTS SECTION
7	Reporting Location	611 Walker, 24 th Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES**
Coordinate, manage and maintain the Automated Project Closeout System in the Capital Projects Section. Compile the financial data and generate the necessary documents to close and transfer the funding of capital projects. Coordinate and monitor the weekly contract closeout status report for various City departments. Review and interpret ordinances and other supporting documentation, to compile necessary financial information/reports on all completed city facilities provided by the Fixed Assets Section. Assist in setting up capital projects in SAP system and working with various groups to resolve project issues. Assist in inter-agency billings and correspondence. Any other special projects as assigned.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**
Position is physically comfortable.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
Four years of professional experience in finance, economics, budget analysis or a closely related area. A Master's degree in Business Administration, Accounting or a closely related field may be substituted for two years of the above experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**
Extensive directly relevant experience with the Capital Projects development process. Extensive familiarity and usage with personal computer software such as MS Access, Excel and Word. Proficient knowledge with Advantage system and /or SAP system is preferred.

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 21
\$1,501 - \$2,080 Biweekly \$39,026 - \$54,080 Annually

18 **OPENING DATE** August 16, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. **For applications status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9471.**

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